

CTE Online Testing – Cliff Notes

Export the student names and numbers from **your district** student information system. Export and save a file for each class period testing. Repeat this process for all classes. Check with your school test coordinator if you need help learning how to access this information. The online tutorial #1 gives directions for SIS (4.3) or PowerGrade (4.4).

<http://ucte.learningitnow.com/> (Create a favorite or bookmark)

1. Log in – The teacher user ID numbers consist of 9 digits. (The 2 digit district number, 3 digit school number, last 4 digits of your social security number). The password is 1234 until you log in and change your password. If you have changed your password and can't remember it your test coordinator can update it back to 1234.

2. Creating Classes

- Manage Classes
- Create a Class – use the dropdown arrows to select the appropriate course title.
 - Assign the appropriate class period number to match your school class period configuration.
 - Select the appropriate trimester/semester from the dropdown menu.
 - Descriptions are optional
- Submit
- REPEAT for each class

3. Adding Tests to Classes

- Manage Classes
- Add Test to classes
 - Click on the test in the left column and click on the appropriate class the right column
 - A calendar will then appear to select the test dates when you want the test available. The maximum testing window is five school days.
 - Submit
- REPEAT for each class

4. Importing Students

- Manage Users
 - Import Users
 - Scroll Down to see options and verify data
 - **Select the appropriate class** from the dropdown arrow
 - Browse to find the export student file that matches that class period. Click and open file
 - Import – you will get a report to see if it was completed successfully
 - If students have already been imported
 - Click BACK to import another class.
- Click on Manage Classes and View Class Membership to see if this all worked correctly.

5. Performance Requirements

- Manage Tests
- Test Requirements – (to keep the test secure it is best to do this right before testing)
 - Select a test and the correct class
 - ✓ all those who have passed ALL the performance at 80% or higher
 - Leave the box empty for those students who have not passed ALL the performance at 80% or higher
 - Submit – This activates the test for ALL students in the class
 - Go back to test requirements after submitting to make sure the list is accurate before students test

6. Test Security - Tests are live on the Internet if the Test Requirement has been submitted and the calendar is in the selected testing date(s). Students can login from anywhere and open the test during the testing window.

- Manage Classes
 - Remove test from class – remove the test after that class period is finished testing
 - To continue testing on another day just go back to Manage Classes and add the test back to the class.

7. Scoring Tests and Printing Certificates

- Manage Tests
 - Score Tests
 - Print Certificates

8. Teacher Reports

- Manage Reports
 - Custom Report